



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 1500.18A
BUMED-05/NSHS-00
14 May 97

BUMED INSTRUCTION 1500.18A

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical Department Personnel

Subj: POLICIES AND PROCEDURES FOR PARTICIPATION IN HEALTH
PROFESSIONS CERTIFICATION EXAMINATIONS

Ref: (a) NAVCOMPTMAN 032106

Encl: (1) Sample Letter to Request Funding

1. Purpose. To issue policies and procedures for participation in certification, recertification, or specialty board examinations.

2. Cancellation. BUMEDINST 1500.18.

3. Policy

a. Contingent upon the availability of appropriated funds, qualified Medical Department personnel will be sponsored for participation in professional examinations for certification and recertification which may be required by the Chief, Bureau of Medicine and Surgery (BUMED) to meet the needs of the Medical Department.

b. The Naval School of Health Sciences (NSHS), Bethesda will consider requests for funding of eligible Medical Department personnel for participation in examinations considered essential by BUMED. Those examinations considered a requirement for commissioning in the Medical Department will not be funded.

c. To ensure Government sponsorship fulfills the needs of the Medical Department, available funding will be allocated according to the following priorities:

(1) Regular Navy personnel.

(2) Reserve members who have served beyond their initial period of obligated service.

(3) Reserve members serving within their initial period of obligated service.

d. No person will be approved for funding who:

(1) Is in receipt of release from active duty (RAD) orders.

(2) Has submitted a pending request for retirement, resignation, or RAD.

(3) Has less than 1 year obligated service remaining after the date of the examination.

4. Procedures

a. Medical Department personnel who wish to apply for certification or recertification in a program or specialty must communicate directly with the examining or certifying agency to determine eligibility. Candidates must send a request for Government sponsorship to the Commanding Officer, NSHS Bethesda via the appropriate chain of command, at least 6 weeks before the examination. If the specific examination date is not available 6 weeks before the examination, the candidate must advise NSHS Bethesda of the date as soon as it becomes available. Enclosure (1) is a sample funding request. Officers should direct funding requests to the appropriate code at NSHS Bethesda: Medical Corps, NSHS-OM; Dental Corps, NSHS-OD; Medical Service Corps, NSHS-OS; or Nurse Corps, NSHS-ON. If funding is approved, NSHS Bethesda will authorize the candidate to pay the fees incident to the examination from personal funds subject to reimbursement. NSHS Bethesda approval for participants will include accounting data and instructions for obtaining reimbursement of fees. Reimbursement is not to be effected, in any case, before actual participation in the specialty board examination.

b. Request for extensions on active duty or extensions of enlistment must comply with paragraph 3d above and must be sent following the Naval Military Personnel Manual (MILPERSMAN). Regular Navy officers must agree not to tender their resignation or request a retirement date which is earlier than 1 year following the date of the examination. Reserve officers must agree in writing to remain on active duty for at least 1 year following the date of the examination.

5. Location of the Examination

a. When examinations are offered at more than one location, either simultaneously or at intervals during the year, the candidate must request the nearest site. In those instances in which an inordinate delay would result from this policy, individual determinations are made by NSHS Bethesda.

b. Eligible candidates must have commanding officer certification stating their absence from the duty station for the time required to take the examination will not cause significant interruption of services and care.

6. Medical or Dental Specialty Board Examinations. Depending on the specific examining agency, part I (written) may be given within the United States and overseas. Part II (any single or combined examination for final certification) is normally given only in the United States. A candidate's eligibility to participate in an examination is determined as follows:

a. Part I (Written Examination Only). Applicants must correspond directly with the examining agency to determine whether or not the examination is available to them overseas. If available, the examining agency will inform examinees and provide information relative to the administration of the examination. All candidates accepted by the agency will be permitted to take the examination overseas.

b. Part II (Oral Examination and Single Examination for Final Certification) Given Only Within the United States. To be eligible to return for these examinations, the candidate must meet the criteria specified in paragraph 5.

7. National Board Examinations and State Licensure. If required for graduation, NSHS Bethesda will fund parts I and II of the national board examinations for students enrolled in the Armed Forces Health Professional Scholarship Program (AFHPSP). An individual is not eligible for NSHS Bethesda funding of national board examinations after graduation if supported by the AFHPSP or if national board examinations are required only for licensure. If applicable, individuals are personally responsible for obtaining and maintaining a current State professional license.

8. Repeat Examinations. Candidates for repeat examinations are considered for funding only when the commanding officer verifies educational activities or practice experiences that enhance the candidate's ability to pass the examination.

9. Travel Authorizations

a. When notified of eligibility and examination specifics (date and place), candidates must send a letter to NSHS Bethesda via their commanding officer requesting reimbursement and funding. This request must contain the candidate's desired mode of transportation, projected rotation date, and expiration of obligated service date.

b. NSHS Bethesda will provide the commanding officer with funding citations for the issuance of appropriate temporary additional duty (TAD) orders by the local command.

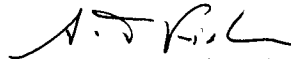
c. TAD orders must be issued by the local command following reference (a).

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d. The travel claim must be submitted by the individual to the appropriate personnel support detachment within 5 days of return from travel. Per reference (a), the individual must provide a completed copy of the travel claim to NSHS-01 after the personnel support detachment has liquidated the travel claim.

10. Examination Results. Candidates must forward a certified copy of the examining agency's official results to BUMED (MED-52) and Bureau of Naval Personnel (Pers-4415) via NSHS Bethesda within 5 days of receipt.


S. T. FISHER
Deputy

Available at:

<http://support1.med.navy.mil/bumed/instruct/external/external/htm>

SAMPLE LETTER TO REQUEST FUNDING

Date_____

From: (Name of applicant)
To: Commanding Officer, Naval School of Health Sciences,
(Code____), 8901 Wisconsin Avenue, Bethesda, MD 20889-5612
Via: (Appropriate chain of command)

Subj: REQUEST FOR FUNDING OF CERTIFICATION EXAMINATION

Ref: (a) BUMEDINST 1500.18A
(b) NAVCOMPTMAN 032106

1. Per reference (a), I request funding to participate in the
(name of certification examination) as described below:

- a. Location of nearest testing site.
- b. Inclusive dates of the examination.
- c. Sponsor or agency offering the examination.
- d. Examination fee.
- e. Mode of transportation desired.
- f. Government quarters are or are not available.
- g. Government messing is or is not available.

2. I may be reached by telephone at:

- a. Voice: DSN_____ Commercial ()_____.
- b. FAX: DSN_____ Commercial ()_____.
- c. E-mail: _____.

3. I am not in receipt of release from active duty (RAD) orders.
I agree to remain on active duty for at least 1 year following
the date of the certification examination. After the examination
date, I will have _____ (years and months) of obligated service
remaining.

4. If this request is not approved, I understand any advance
payment of fees or related expenses from personal funds will be
my responsibility.

5. I understand I must comply with reference (b), by submitting
a travel claim to my local personnel support detachment within 5
days of return from travel and personally forwarding a fully
liquidated copy of the travel claim to NSHS Bethesda (Code 01),
after the personnel support detachment completes liquidation.

6. I will forward a certified copy of the official results to
BUMED (MED-52) and BUPERS (Pers-4415) via NSHS Bethesda within 5
days of receipt.

SIGNATURE

Enclosure (1)